

Blended Learning Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils in the event of school closure
- Set out clear expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in person attendance is not possible or contrary to government guidance.

This might include:

Occasions when we decide that opening the school is either

- Not possible to do so safely
- Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but able to continue learning, for example, because they have an infectious illness but feel well.

There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning during school closures, teachers must be available between 8.40 am-3:30pm. If they are unable to work for any reason during this time, for example due to sickness or caring for

a dependent, they should report this using the normal absence procedure. This does not mean that they will be leading live virtual sessions during this time.

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners.
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely.

They are also responsible for:

Setting work

- Providing suitable work via Google Classroom for Years Reception – Year 6
- Providing suitable work via Evidence Me and Arbor for Nursery
- 1.5 hours of work for children in EYFS (ensuring some is play based)
- 3 hours of work for pupils in KS1
- 4 hours of work for pupils in KS2
- If possible, all work needs to be planned on Google Drive by 3pm the day before. In the event of emergency closure, work will need to be uploaded by 9:15 am and send a message to parents to communicate this.
- If out of school, all teachers will communicate remotely via email/phone call/video call to both pupils and other staff. Weekly virtual staff meetings/emails will take place to ensure all updates are communicated to all staff.

Providing feedback on remote work

- **Nursery** - pupils will upload all remote work via a photo onto Online Learning Journey Evidence Me. Teacher will provide feedback through the Next Steps comments box on the parent observation and ensure parents know where to find this feedback.
- **Reception** - parents will be encouraged to upload photos of remote work to Google Classroom/Evidence Me depending on the work type. Teachers to provide feedback through Next Steps Comments Box on Evidence Me or individual feedback through Google Classroom comment box.
- **Years 1-6** - pupils will upload all remote work to Google Classroom in the form of photographs, screenshots or documents depending on the work type. Teachers in years 1-6 will share personalised and individual feedback through Google Classroom comment box
Feedback for Maths and English remote work needs to be shared daily, all other subjects weekly in line with in-school marking policy.

➤ Keeping in touch with pupils and parents (if year group/class or localised/national lockdown occurs)

- **Nursery** – Weekly zoom call for children to see their peers and teachers. Phone calls if requested by parent. Updates to be shared throughout the week

- **Reception-Year 6** – Daily Google Meets will be scheduled to ‘check-in’ with pupils. Celebration assembly weekly. Weekly parent meetings will be scheduled to allow parents the chance to ask about work set and how to support their child. Updates to be sent via Arbor
 - Any complaints from parents to be forwarded to SLT.
 - Parent requests to speak to teacher 1:1 on the phone to be made through the office email.
 - If a pupil is failing to complete the work set, teachers are to contact the families by phone call to find out any underlying reasons and, if not resolved, pass on to principal, Mrs Basilone.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual contracted hours.

If they’re unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning in the event of planned school closure, teaching assistants are responsible for:

- Arranging one to one sessions for identified pupils
- Check in sessions with identified families.

Attending virtual meetings with teachers, parents and pupils

- Dress code: Appropriate work-wear that would be worn in school
- Suitable, plain background without identifying features

3.3 Senior leaders

Alongside any teaching responsibilities, senior leaders (principal, EYFS lead, SENCO) are responsible for:

- Co-ordinating the remote learning approach across the school for their area.
- Monitoring the effectiveness of remote learning – this is in the form of regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents, joining some remote lessons
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.4 Designated safeguarding lead

The DSL is responsible for:

- Ensuring safeguarding procedures are continued.
- See child protection policy.

3.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work – contact school to inform of illness
- Seek help from the school if they need it by contacting the office who will forward on to relevant staff members.
- Be respectful when making any complaints or concerns known to staff

3.6 The Trust

The trust is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Monitoring school policies and procedures

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access data using Google Drive
- Access data using Evidence Me
- Access data using Arbor

4.2 Processing personal data

Staff are reminded to collect and/or share as little personal data as possible. Staff are to switch off their caller ID when contacting a family by phone and to send all emails through the office rather than emailing the family directly. Ensure teacher/ TA name is displayed

4.3 Keeping staff devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Installing antivirus and anti-spyware software
- Keeping a passcode on school iPads
- Keeping school laptops password-protected
- Not leaving a device open when unattended
- Encrypting emails including personal information
- Not sharing the device among family and friends
- Keeping operating systems up to date – always install the latest updates
- Saving all data to Google Drive rather than on the hard drive.

5. Safeguarding

See safeguarding policy

6. Monitoring arrangements

This policy will be reviewed every two years with the staff team. At every review, it will be approved by the Principal.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Approved by: Leah Basilone

Date: 12/9/2023

Amended previous remote learning policy